

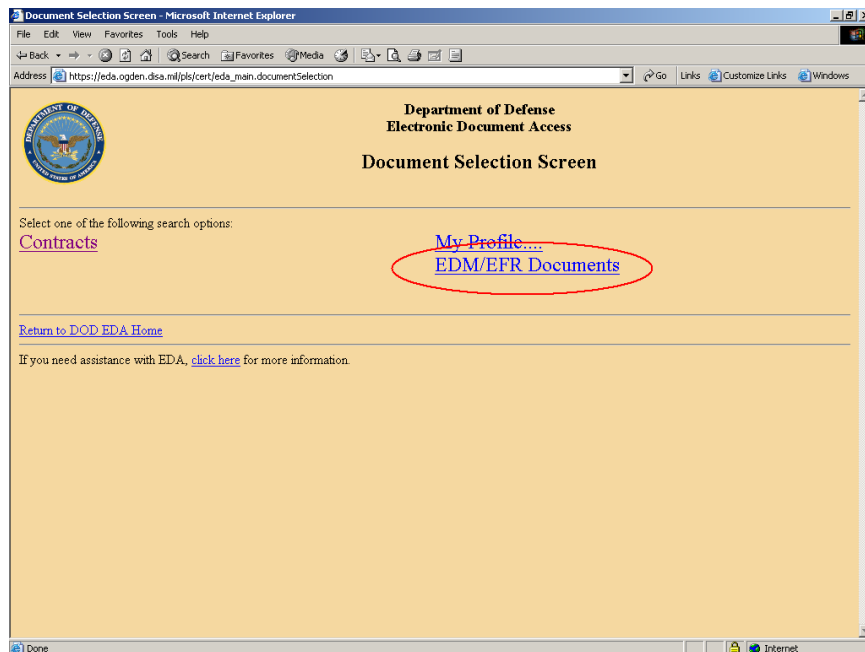
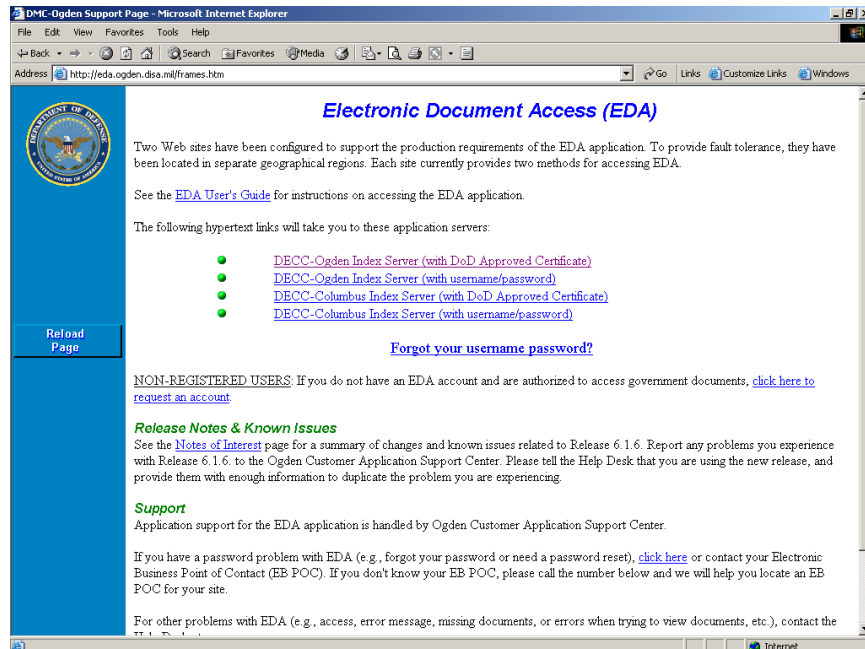
Chapter 30 ELECTRONIC DOCUMENT MANAGEMENT/ELECTRONIC FILE ROOM (EDM/EFR)

30-1 INTRODUCTION

Electronic Document Management/Electronic File Room (EDM/EFR) is a web-based electronic filing system used by DFAS to provide access to receiving reports, vendor invoices, payment vouchers and other contract documents received via fax, manual scan, WAWF and other automated systems. Access to this DFAS system is available to contracting personnel and provides a valuable tool for your use during contract administration and closeout. The EDM/EFR website is enabled for use of client certificates and users are highly encouraged to use their CAC Card for ease of access. Complete instructions are available on the EFR website, this document is only intended to be a brief introductory guide for contracting personnel.

30-2 GETTING STARTED

A link is available from the Electronic Document Access (EDA) web site for new or existing EDA users. Display of this link is based on your EDA profile (for additional information on EDA, See the EDA section).



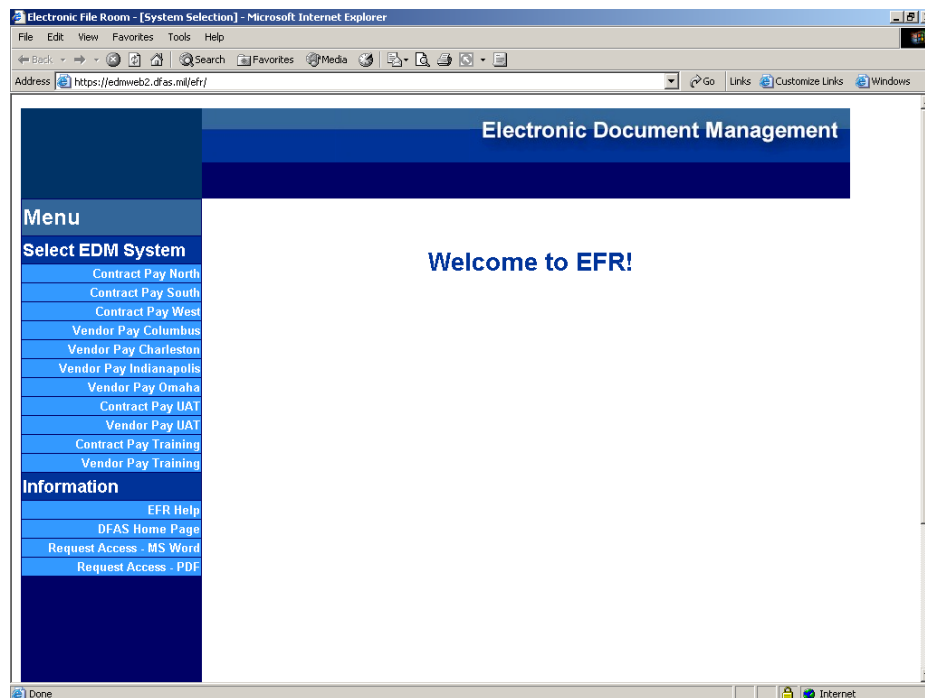
For Existing EDA users – your EDA profile can be changed to request EFR access by contacting your MAJCOM/DRU EDA Administrator.

For new EDA users – you can register on the EDA web page and request access to EDM/EFR at the same time.

Once your EFR registration has been validated and approved an EDM administrator, you will receive one or more email messages with specific account and access information.

30-3 EDM/EFR HOME PAGE

Upon navigation to the EFR home page, you will notice a menu on the left margin of the page. This menu contains items which may contain one or more sub menus as described below.



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- 30-3.1 Select EDM System:** The System Selection Menu contains links to all of the possible EDM systems. Each DFAS site has its own EDM system containing documents for multiple Operating Locations. For example, documents for the Dayton OPLOC are accessed through the 'Vendor Pay Columbus' EDM system. By selecting one of these links, the browser will be directed to the logon page for that particular system.
- 30-3.2 Information:** This sub menu contains links to the DFAS home page, EFR help page, and alternate methods to request access.

30-4 LOGON

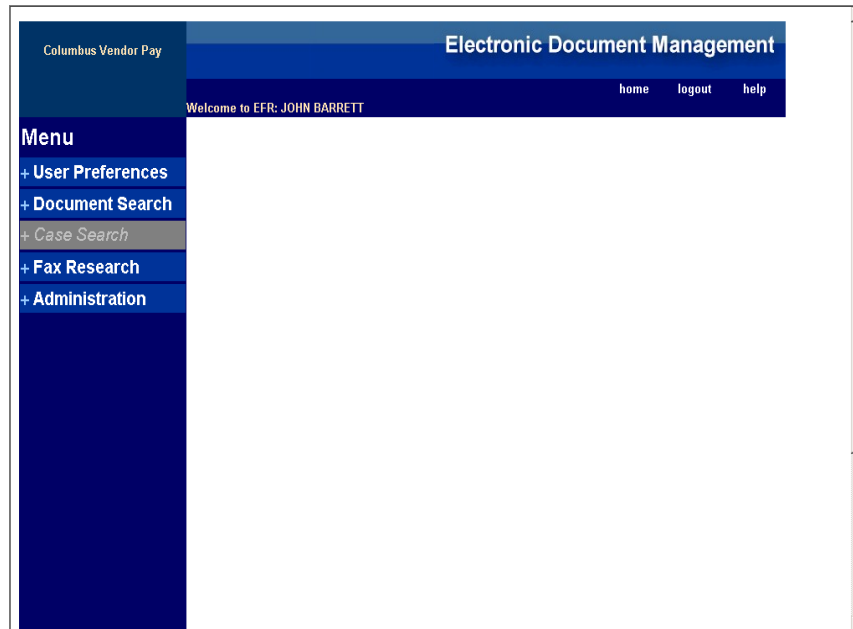
Once you select an EDM system, the logon page is presented. A valid EDM ID and password for the EDM system listed in the upper left corner of this page is required to logon.

If accessing the system for the first time and you are using your CAC Card to supply a client certificate, you are presented with the Logon screen shown below. Upon entering the EDM ID and password of your EDM user account, your client certificate is linked to this account and your CAC Card will be needed for all future access to EFR.

The screenshot shows a web browser window titled "EFR Application Page - Microsoft Internet Explorer". The address bar displays the URL: `http://tsl1tt300/EFN/CPNorth/Main.asp?src=http://tsl1tt300/EFN/CPNorth/Logon.asp`. The page layout includes a top navigation bar with "Contract Pay North" and "Electronic Document Management" (with links for home, logon, and help). A left sidebar contains a "Menu" with expandable options: "User Preferences", "Document Search", "Case Search", "Fax Research", and "Administration". The main content area is titled "Logon" and features a red instruction: "First time access. Enter EDM ID and Password to processes client certificate." Below this is a blue login box with fields for "EDM ID:" and "Password:", and a "Logon" button. The status bar at the bottom shows "Done" and "Local intranet".

30-5 SITE NAVIGATION MENU

The site navigation menu allows you to select which function of the EFR you wish to access. Click anywhere in the box of a specific menu item to go to that function. Note: you may not have access to specific functions and these items will be disabled. (I.E. Case Search below is not enabled).



30-6 USER PREFERENCES

This menu item allows you to choose which fields will be displayed as a result of a search request. Contracting personnel only need to set preferences for document display fields as this is the type of search that will normally be performed.

30-6.1 Document Display Fields

This is used to select the display fields presented in the results table after executing a document search. You select fields from the “Available” list by double clicking on them. When you click “Submit”, these preferences are saved and re-used each time you log into this EFR system. If you do not configure specific preferences, the EFR system will use default values.

The screenshot shows the 'Electronic Document Management' web application. The top navigation bar includes 'home', 'logout', and 'help' links. A left-hand menu is expanded to 'User Preferences', which contains several options: 'Choose Doc Display Fields' (highlighted in red), 'Choose Case Display Fields', 'Choose Hist Display Fields', and 'Choose Fax Display Fields'. Below these are sections for '+ Document Search', '+ Case Search', '+ Fax Research', and '+ Administration'. The main content area is titled 'Select Document Search Display Fields' and contains a table with two columns: 'Available' and 'Selected'. The 'Available' column lists fields: AIS, Call Number, For Others, PDI, Payment Type, Scan Date, and an empty row. The 'Selected' column lists: Category, Contract Number, Document Type, Invoice Number, Modification Number, Payment Date, Receipt Date, Sequence Number, and Voucher Amount. Below the table are 'Submit' and 'Cancel' buttons. Instructions below the table state: 'Select the desired fields to be displayed on the search results table. Double click on an item in the 'Available' list to add it to the 'Selected' list. Double click on an item in the 'Selected' list to remove it and add it back to the 'Available' list. NOTE: The fields will be displayed in the order which they appear in the 'Selected' list.'

Available	Selected
AIS	Category
Call Number	Contract Number
For Others	Document Type
PDI	Invoice Number
Payment Type	Modification Number
Scan Date	Payment Date
	Receipt Date
	Sequence Number
	Voucher Amount

Submit Cancel

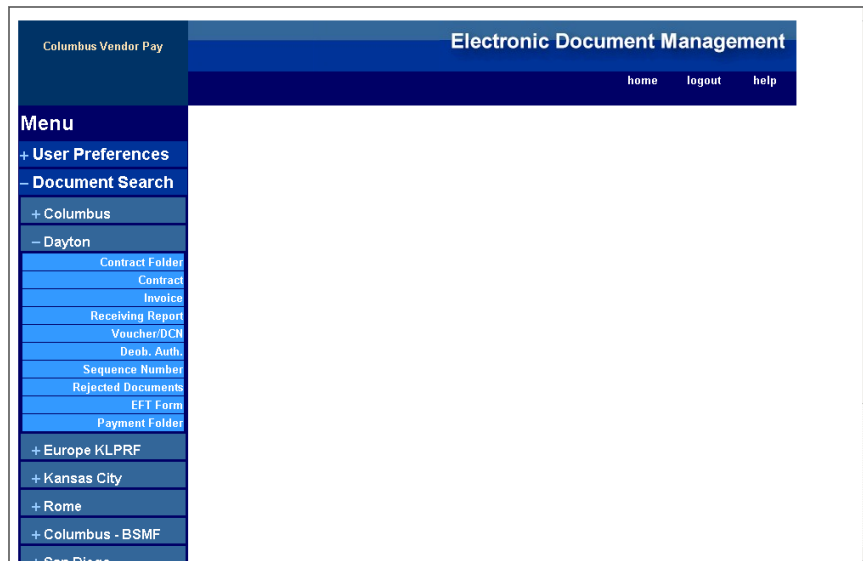
Select the desired fields to be displayed on the search results table.

Double click on an item in the 'Available' list to add it to the 'Selected' list. Double click on an item in the 'Selected' list to remove it and add it back to the 'Available' list.

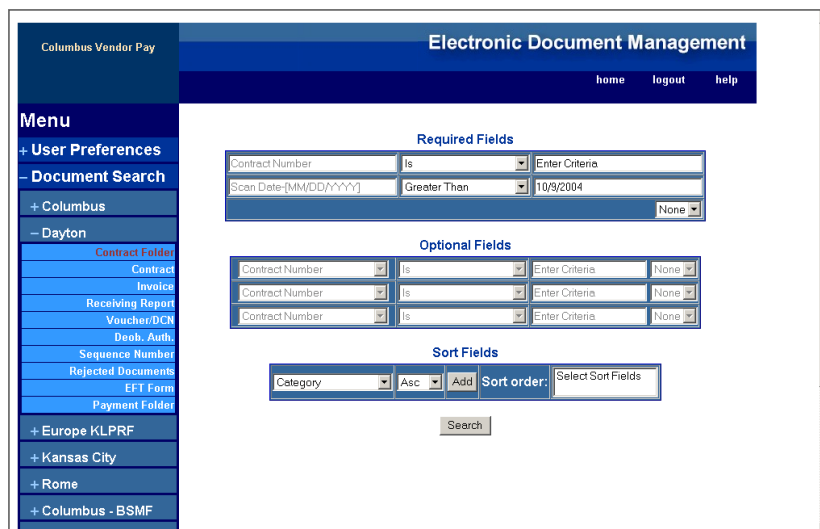
NOTE: The fields will be displayed in the order which they appear in the 'Selected' list.

30-6.2 Document Search

To search for EDM documents select the Document Search sub menu. This expands the document search menu to expose one or more “AIS” sub-menu-items for the various OPLOC’s that are configured on this EFR system. Selecting an “AIS” will expand the menu to expose one or more search types available on this particular EFR system. Selecting one of these launches the Document Search page with input options for this type of search. Note: In the screenshots below, the “Vendor Pay Columbus” EDM system and the AIS for the Dayton OPLOC are used.



The “Contract Folder” option will find and display links to all documents related to a single or series of contracts. If you know the specific Invoice, Receiving Report, Voucher or other document you are searching for, you can use these search options as well. Each search option has various entries for Required, Optional and Sort fields.



30-6.3 Sorting Results

Search requests may be sorted based on the display fields saved in your [User Preferences](#). Each sort field may be sorted ascending or descending and by the order in which the sort fields are selected. Removing selected sort criteria is accomplished by double clicking on the selected field to be removed.

The screenshot shows a 'Sort Fields' interface. On the left, there is a dropdown menu with 'Scan Date' selected, followed by a 'Desc' dropdown and an 'Add' button. To the right of these is a 'Sort order:' label. On the far right, there is a list of selected sort criteria: 'Contract Number @ Desc' and 'Document Type @ Asc'.

In the example above the results are sorted by Contract Number in descending (Desc) order followed by Document Type sorted in ascending (Asc) order. Note: None, any or all fields may be used in the sort order but query will take longer to run as additional sort criteria are added.

30-6.4 Contract Folder Search

When you select a Contract Folder search type, the Document Search User Inputs page is displayed. Contract Number and Scan Date are required fields for this search followed by a drop down list for the query operator (is, contains, greater than, etc) and the criteria for the operation.

The screenshot shows the 'Electronic Document Management' interface. On the left is a 'Menu' with options like 'User Preferences', 'Document Search', 'Columbus', 'Dayton', 'Contract Folder', 'Contract', 'Invoice', 'Receiving Report', 'Voucher/DCN', 'Deob. Auth.', 'Sequence Number', 'Rejected Documents', 'EFT Form', 'Payment Folder', 'Europe KLPRF', 'Kansas City', 'Rome', 'Columbus - BSMF', and 'San Diego'. The main area is titled 'Required Fields' and contains two rows of search criteria: 'Contract Number' with 'Begins With' operator and value 'FA660605P', and 'Scan Date-[MM/DD/YYYY]' with 'Greater Than' operator and value '10/9/2004'. Below this is an 'Optional Fields' section with three rows of 'Contract Number' with 'Is' operator and 'Enter Criteria' text. At the bottom is a 'Sort Fields' section with a 'Category' dropdown, 'Asc' dropdown, 'Add' button, and 'Sort order:' label. A 'Search' button is located below the sort fields. At the bottom of the page, a message states 'Record max exceeded. Records 1 to 50 displayed.' with a 'More' button. Below this is a table with columns: 'Category', 'Contract Number', 'Document Type', 'Invoice Number', and 'Modification Number'. The first row of data shows 'QY P Contracts', 'FA660605P0002', 'IN', '0911075', and a blank modification number.

Category	Contract Number	Document Type	Invoice Number	Modification Number
QY P Contracts	FA660605P0002	IN	0911075	

Once you have entered the information for your query, click the “Search” button. Results will be displayed in the lower portion of your screen as a grid. Each grid row is a hyperlink to an individual document while each column shows the display fields, selected in your preferences.

Category	Contract Number	Document Type	Invoice Number	Modification Number
DY P Contracts	FA660605P0002	IN	0911075	-
DY P Contracts	FA660605P0002	IN	0910971	-
DY WAWF F/M/P/W	FA660605P0002	RR	-	-
DY P Contracts	FA660605P0002	IN	0911008	-
DY WAWF F/M/P/W	FA660605P0002	RR	0911008	-
DY WAWF F/M/P/W	FA660605P0002	RR	-	-
DY WAWF F/M/P/W	FA660605P0002	RR	0911075	-
DY P Contracts	FA660605P0002	IN	0910803	-

If your search yields more than fifty documents, a “record maximum” message will be display and only the first fifty document links will be shown in the grid. Additional documents can be displayed by clicking the “More” button above the grid.

The “Document Type” field is created when a document when it is entered in the EDM/EFR system and is defined as shown in the table below.

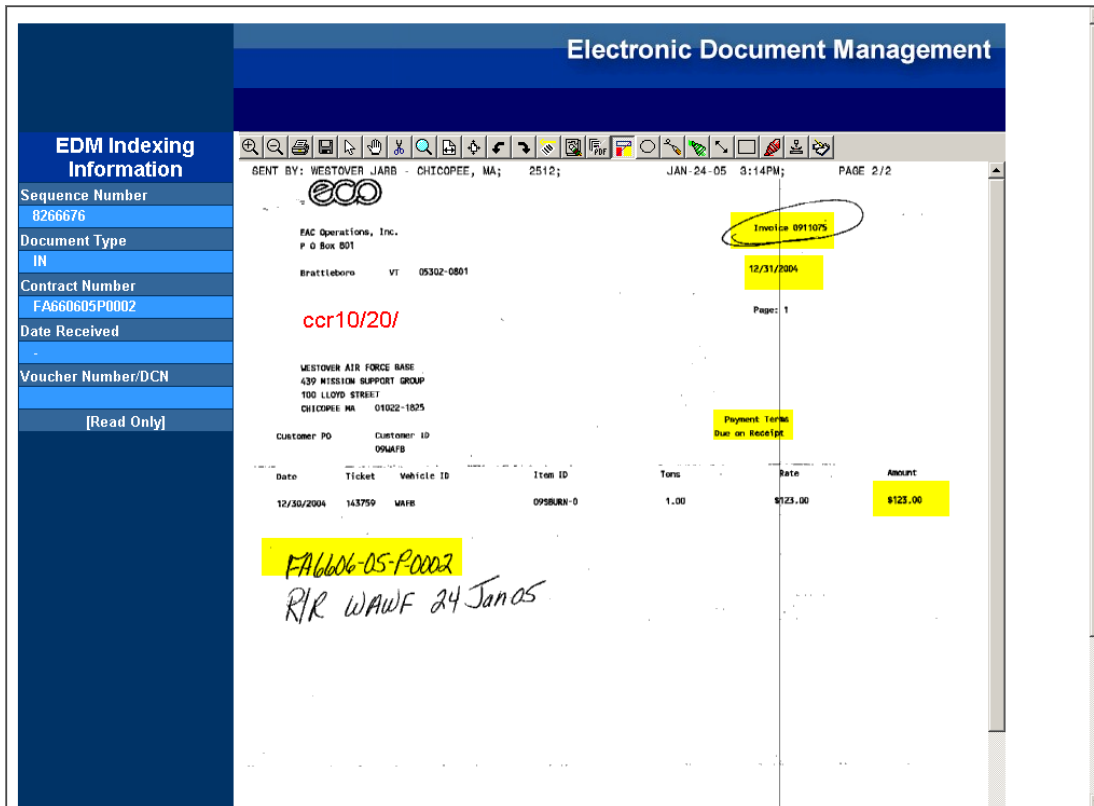
Document Type	Description
IN	Vendor Invoice
RR	Receiving Report
IN_RR	Invoice & Receiving Report
VC_AUTO	Payment Voucher
OB_MAN	Contract Award
OB_MOD	Contract Modification

30-7 VIEWING DOCUMENTS

EDA documents created by contracting, such as award and modification documents, are not stored within the EDM system. Clicking on this type of document link will display a message instructing you to use your EDA viewer to view this document.

Most documents are stored in EFR as a Tagged Image Format or TIFF files. EFR uses an embedded third-party software product to allow you to view these documents via the web. This software, **tiffsurf.exe**, **must** be installed on your workstation to view TIFF images and is available on the EFR Administration menu and following the Get Image Display Software link. Contact your local Work Group Manager or Administrator for assistance in loading this software.

Clicking on a link will open the document in a new window. In the example below, a vendor invoice is displayed as a TIFF document.



On the left side of the screen is the index information showing pertinent details of the document. If your document has multiple pages you can use the arrow buttons at the bottom of the screen to move forward or backward one page at a time or to the first/last page. You can also jump to a specific page by using the page number drop down list below the arrows.

The main window will show the image of the document itself and cannot be altered. Across the top of the document window is a toolbar containing controls for zooming in and out, rotating, annotation and other view features. Documents can also be saved and/or printed using the appropriate toolbar icon and included in your contract file to support the contract audit trail.

Your document may have annotations or other notes added by DFAS personnel. Existing annotations can be viewed, new annotations may be added, or all annotations may be turned off in the Viewer window, but no annotation **changes** can be saved to the EDM System. Visible annotations can be hidden by selecting the Hide/Show annotations option on the toolbar. While in the hidden state, they will not show up on the image when printed.

The remaining screenshots show examples of a WAWF generated receiving report notice and a payment voucher located in the EFR Contract folder.

The screenshot displays the Electronic Document Management (EDM) interface. On the left is a sidebar titled "EDM Indexing Information" containing fields for Sequence Number (8266948), Document Type (RR), Contract Number (FA660605P0002), Date Received (1/24/2005), and Voucher Number/DCN (-). Below these is a "[Read Only]" button. The main content area features a header "Electronic Document Management" and a toolbar with icons for search, print, and other functions. The document content is a receiving report from NELLOMS, SONYA, dated Monday, January 24, 2005, 3:06 PM. It includes details about the shipment number (0910971), shipment date (2004/12/06), and invoice number. The report states that the document has been accepted by Mary Ann Syriac on 2005/01/24 and is ready for action. The site URL https://wawf.eb.mil is provided for access.

Electronic Document Management

EDM Indexing Information

Sequence Number
8266948

Document Type
RR

Contract Number
FA660605P0002

Date Received
1/24/2005

Voucher Number/DCN
-

[Read Only]

NELLOMS, SONYA

From: cscassig@ogden.dsa.mil
Posted At: Monday, January 24, 2005 3:06 PM
Conversation: FA660605P0002\1\QT78\VRW0910971\
Posted To: DDY-WAWF-INCOMING
Subject: FA660605P0002\1\QT78\VRW0910971\

Document Type: Receiving Report
Contract Issue Date: 2004/10/04
Shipment Number: 0910971 \$123.0
Shipment Date: 2004/12/06 Registration valid until
Invoice Number:
Invoice Date:
Has been Accepted by Mary Ann Syriac on 2005/01/24.
The document is ready for your action.
Access the site at <https://wawf.eb.mil>
Thank you for your prompt attention.

Receiving Report (WAWF)

Electronic Document Management																									
EDM Indexing Information	<div> </div>																								
Sequence Number	STANDARD FORM 1034 PUBLIC VOUCHER FOR PURCHASES AND SERVICES OTHER THAN PERSONAL VOUCHER NO. DR50000385 SCHEDULE NO.																								
8467345	1 TFM 4-2000 1034-121																								
Document Type	US DEPARTMENT BUREAU OR ESTABLISHMENT AND LOCATION DATE VOUCHER PREPARED PAID BY DENVER CO																								
VC_AUTO	DEFENSE FINANCE/ACCTG SVC APO OH 454201472 CONTRACT NUMBER AND DATE. 80279-8000 01/OCT/04. DSN: 3801																								
Contract Number	FA660605P0002 REQUISITION NUMBER AND DATE 16 FEB 05																								
FA660605P0002																									
Date Received	PAYEE'S NAME AND ADDRESS ECO/SPRINGFIELD, LLC 188 M STREET RT 5 BONDIS ISLAND AGAWAM MA 010012043 INVOICE DT 31/DEC/04 DATE INVOICE RECEIVED 24/JAN/05 DISCOUNT TERMS NET 30 DAYS																								
11/24/2004																									
Voucher Number/DCN	DR50000385																								
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[Read Only]	<table border="1"> <thead> <tr> <th>SHIPPED FROM</th> <th>TO</th> <th>WEIGHT</th> <th>PAYEE ACCOUNT NUMBER</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td></td> <td>RL01QT7800</td> </tr> <tr> <td></td> <td></td> <td></td> <td>GOVERNMENT B/L NUMBER</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>NUMBER AND DATE OF ORDER</th> <th>DATE OF DELIVERY OR SERVICE</th> <th>ARTICLES OR SERVICES</th> <th>QUANTITY</th> <th>UNIT PRICE COST PER</th> <th>AMOUNT</th> </tr> </thead> <tbody> <tr> <td>24 NOV 04</td> <td>PER ATTACHED DETAIL INVOICE</td> <td>0911075</td> <td></td> <td></td> <td>123.00</td> </tr> </tbody> </table> <p>PREVIOUS PARTIAL PYMT #: 1 DOV#: DQ50054463 PAID: 041222</p> <p>(USE CONTINUATION SHEETS IF NECESSARY) (PAYEE MUST NOT USE SPACE BELOW)</p> <p>PAYMENT: APPROVED FOR: EXCHANGE RATE DIFFERENCES</p> <p>PROV BY: (2) = \$1.00</p> <p>X PART 2</p> <p>FINAL AMT VER CORR 123.00</p> <p>PROG TITLE: SIGNATURE OR INITIALS SYSTEM</p> <p>ADV</p> <p>PURSUANT TO AUTHORITY VESTED IN ME, I CERTIFY THAT THIS VOUCHER IS CORRECT AND PROPER FOR PAYMENT.</p>	SHIPPED FROM	TO	WEIGHT	PAYEE ACCOUNT NUMBER				RL01QT7800				GOVERNMENT B/L NUMBER	NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES	QUANTITY	UNIT PRICE COST PER	AMOUNT	24 NOV 04	PER ATTACHED DETAIL INVOICE	0911075			123.00
SHIPPED FROM	TO	WEIGHT	PAYEE ACCOUNT NUMBER																						
			RL01QT7800																						
			GOVERNMENT B/L NUMBER																						
NUMBER AND DATE OF ORDER	DATE OF DELIVERY OR SERVICE	ARTICLES OR SERVICES	QUANTITY	UNIT PRICE COST PER	AMOUNT																				
24 NOV 04	PER ATTACHED DETAIL INVOICE	0911075			123.00																				

Payment Voucher

As you can see, use of EDM/EFR can be a vital tool in accomplishing your contract administration tasks.